

# Request for quotation (RFQ) for goods

Provision of sewing machines and tools for micro and small enterprises

RFQ No: UNOPS-SFRS-2015-G-034

**Request for quotation (RFQ)  
for Provision of sewing machines and tools for micro and small  
enterprises  
RFQ NO. UNOPS-SFRS-2015-G-034**

Date: 28 May 2015

UNOPS is accepting quotations from suppliers for purchase and installation of sewing machines and tools for micro and small enterprises in Obrenovac. All interested parties must complete and return the attached price sheet to the following email address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org) or in a sealed envelope to UNOPS, Sumatovacka 59, 11 000 Beograd.

## 1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

## 2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

## 3 Currency

All prices shall be quoted in RSD – Republic of Serbia Dinar

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

## 4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

## 5 Delivery (for goods)

All items shall be delivered and installed in 30 days from the date of order.

## 6 Mobilization and duration (for services) n/a

*Service provision shall commence calendar days after contract signature. The successful supplier is expected to complete the services by (date).*

## 7 Quotations due

All quotations must be received to the address stated below no later than:

Date: 08 June 2015  
Time: 12:00h CET  
Address: Sumatovacka 59, 11000 Beograd  
Or to E-mail: srpc.bids@unops.org  
Contact person: Nenad Nakic

Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

Bids per LOT are allowed. UNOPS reserves the right to make multiple arrangements per LOTs. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

## 8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:  
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

## 9 Clarifications

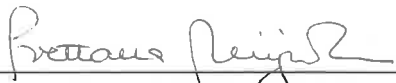
Suppliers with questions or requests for more information are encouraged to send them to the email address [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

**Approved by:**

Date: 28 May 2015



Svetlana Mijuk, UNOPS SFRS Project Manager

## **ANNEX A**

### **Requirements and price list**

The following documents form part of this RFQ and must be completed and returned with your offer:

1. Quotation comparative data form
2. Bid price&delivery form
3. Previous experience form

As part of the tender documentation the Bidders shall also provide:

1. Company registration documents (not older than six months from the deadline for submission of quotations)
2. Catalogue, brochure or similar document that will prove the required technical characteristics of the offered goods

**ANNEX B**  
**RFQ – Quotation form**

Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The under signed, having read the terms and conditions of RFQ-UNOPS-SFRS-2015-G-034 set out in the attached document, here by offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel. no: \_\_\_\_\_

Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Validity of offer: \_\_\_\_\_

Currency of offer: \_\_\_\_\_

Payment terms 30 days accepted:

Quotation to be addressed to: UNOPS,  
Sumatovacka 59, 11000 Beograd  
Tel.: 011/243-5703 or  
E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

## 1. Comparative data form

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

### Equipment and tool list

UNOPS minimum technical requirements:

### LOT1: Sewing machines and equipment

No.	ITEM	Quantity	Bidders to fill-in
1.	<p><b>Industrial iberdek (cover stitch) machine</b>            (Equal or similar to TYPICAL IBERDEK GC32500-1364 quality and technical characteristics)</p> <ul style="list-style-type: none"> <li>• 5500-6000 stitch per minute</li> <li>• Automatic lubrication</li> <li>• 5 threads, 3 needles</li> <li>• Width of stitch 3.00 –6.5mm</li> <li>• Diferential transporter</li> <li>• Monophase motor</li> </ul> <p>Warranty: minimum 1 year</p>	4 pcs.	
2.	<p><b>Industrial overlock machine</b>            (Equal or similar to TYPICAL OVERLOK GN 2000-4H quality and technical characteristics)</p> <ul style="list-style-type: none"> <li>• 4 threads, 2 needles</li> <li>• 6000-6500 stitch per minute</li> <li>• Width of stitch 3-4 mm</li> <li>• Length of stitch 1.00 – 4.00 mm</li> <li>• Height of lifted foot 5.00-5.5 mm</li> <li>• Diferential transporter</li> <li>• Monophase motor</li> </ul> <p>Warranty: minimum 1 year</p>	4 pcs.	
3.	<p><b>Industrial HI-SPEED LOCKSTICH SEWING MACHINE</b>            (Equal or similar to TYPICAL GC 6150 quality and technical characteristics )</p> <ul style="list-style-type: none"> <li>• Sewing speed 4500-5000 stitch per min</li> <li>• Automatic lubrication</li> </ul>	2 pcs.	

	<ul style="list-style-type: none"> <li>• Low level of noise and vibration</li> <li>• Suitable for thin and medium weight fabrics</li> <li>• Width of stitch 4-5 mm</li> <li>• Monophase motor</li> <li>• Warranty: minimum 1 year</li> </ul>		
4.	<p><b>Sewing machine</b></p> <p><b>(Equal or similar to Bernina 330 quality and technical characteristics )</b></p> <ul style="list-style-type: none"> <li>• 35-45 option of sewing</li> <li>• Speed control</li> <li>• Start – stop button</li> <li>• Automatic retraction of thread</li> <li>• Zigzag and straight stitch</li> <li>• Decorative stitches</li> <li>• Stitches for stretching materials</li> <li>• Overlock stitches</li> <li>• Stitches for hidden hem</li> <li>• Button for reverse stitching</li> <li>• Button for positionig the needle</li> <li>• Width of stitch 4-5 mm</li> <li>• Regulator for width of stitch</li> <li>• 4-5 foots in the accesories</li> </ul> <p>Warranty: minimum 1 year</p>	5 pcs.	
5.	<p><b>Vacuum Ironing Board with iron</b></p> <p><b>(Equal or similar to E&amp;R Classic IB40-G vacuum board quality and technical characteristics)</b></p> <ul style="list-style-type: none"> <li>• Power safe mode: constant control of energy consumption</li> <li>• Min 5adjustments for ironing comfort</li> <li>• Easy cleaning: detachable stainless steel boiler</li> <li>• Pressurized steam</li> <li>• Board + motor power: 220-250 W</li> <li>• Pressure: 3-4 bars</li> <li>• Water capacity: 0,6-2 l</li> <li>• Aluminium heated ironing board with suction and blowing system</li> <li>• Compact size</li> </ul> <p>Warranty: Minimum 1 year</p>	9 pcs.	

<b>6.</b>	<p><b>Ironing Steam Press</b></p> <p><b>(Equal or similar to Necchi SP 80 quality and technical characteristics )</b></p> <ul style="list-style-type: none"> <li>• Power 1200-1500 W</li> <li>• Water capacity: 350-450ml</li> <li>• Teflon heating board</li> <li>• Temperature indicator</li> <li>• Pressure 45-60 kg</li> <li>• Program includes wool, cotton, nylon, silk and linen</li> <li>• Safe lock system</li> <li>• Dimension of press: 60-65 x 24-30 x 60-65 cm</li> <li>• cm</li> <li>• Dimension of heating board: 20-25 x 50-60 cm</li> <li>• Weight 10-15 kg</li> </ul> <p>Warranty: minimum 1 year</p>	<p>2 pcs.</p>	
<b>7.</b>	<p><b>Universal adjustable tailor mannequin</b></p> <ul style="list-style-type: none"> <li>• Adjustable size: 36-42</li> <li>• Neck dial adjustment</li> <li>• Precise adjustment of hips, waist and bust with the use of 10-12 dials (4 dials for each part)</li> <li>• Height adjustment from 150 cm to 180 cm (body height ~100 cm, waist/torso height ~70 cm)</li> <li>• Foam backed cover for easy pinning</li> <li>• Stable pedestal base</li> <li>• Adjustment range:                      Neck: 30- 40cm - 40-50cm                      Bust: 80-90cm - 90-110cm                      Waist: 60-70cm - 75-85cm                      Hips: 80- 90cm - 95-110cm</li> </ul> <p>Warranty: minimum 1 year</p>	<p>2 pcs.</p>	

**LOT2: Tailoring equipment**

No.	ITEM	Quantity	Bidders to fill-in
1.	<p><b>Tailoring equipment</b></p> <ul style="list-style-type: none"> <li>- <b>Cutting board</b> Cutting board made of special rubber in combination with plastic. Used for tailoring and allows easy cutting of slippery materials. Dimensions: 80-100 cm x 50-70 cm, 1 pcs</li>   <li>- <b>Circular cutter</b> Circular cutter, diameter: 40-50 mm, possible replacement of blade, 1 pcs</li>   <li>- <b>Overlock thread</b> Overlock thread for machine sewing. Spool - from 2000 to 2500 m, 10 pieces in various colours.</li>   <li>- <b>Thread for sewing machines</b> Thread for sewing machines, 90-100 m spool, twisted, 100% polyester, 10 pcs in various colours</li> </ul>	9 pcs.	

**LOT3: Tailoring set and haberdashery**

No.	ITEM	Quantity	Bidders to fill-in
1.	<p><b>Set for tailoring</b></p> <ol style="list-style-type: none"> <li>1. Metal sewing scissors, 8 inch, pcs 2</li> <li>2. Metal sewing scissors, 10 inch, pcs 2</li> <li>3. Zigzag metal scissors, pcs 2</li> <li>4. Metal scissors for thread, pcs 3</li> <li>5. Ripper with plastic handle, pcs 3</li> <li>6. Sewing meter – strip, pcs 3</li> <li>7. Sewing chalk, washable, pcs 10</li> <li>8. Sewing pencil, pcs 10</li> </ol>	9 pcs.	

<b>2.</b>	<b>Haberdashery - Set</b> <ol style="list-style-type: none"> <li>1. <b>Poliester thread white</b>, pcs 5 Fiber composition: 100% poliester, Thickness:40/2, Length, minimum 5000 YDS (4572m)</li> <li>2. <b>Poliester thread black</b>, pcs 5 Fiber composition: 100% poliester, Thickness:40/2, Length, minimum 5000 YDS (4572m)</li> <li>3. <b>Zipper nylon, hidden, indivisible</b> Sprocked width: 3 mm, Lenght: 20 cm, 20 pcs, various colours, Lenght: 30 cm, 20 pcs, various colours, Length: 50 cm, 20 pcs, various colours, Length: 60 cm, 20 pcs, various colours</li> <li>4. <b>Zipper plastic, indivisible</b>, Sprocked width: 5 mm, Length: 16 cm, 20 pcs, various colours, Length: 18 cm, 20 pcs, various colours, Length: 20 cm, 20 pcs, various colours</li> <li>5. <b>Zipper brass, indivisible</b>, Sprocket width: 4 mm Length: 12 cm , 10 pcs, various colours Length: 14 cm , 10 pcs, various colours Length: 16 cm , 10 pcs, various colours Length: 18 cm , 10 pcs, various colours Length: 20 cm , 10 pcs, various colours</li> <li>6. <b>Rubber band, white</b>, width: 8 mm;- 25m</li> <li>7. <b>Rubber band black</b>: width: 8mm;- 25m</li> <li>8. <b>Rubber band white, elastic with hole</b>, Width:20mm; -25 m</li> </ol>	9 pcs.	
-----------	---	--------	--

	<p>9. <b>Rubber band white</b>, width: 2.5cm;- 25m</p> <p>10. <b>Rubber band, black</b>, width: 2.5cm;- 25m</p> <p>11. <b>Hand needle</b>, 30 needles, various size, - 10 packages</p>		
--	--	--	--

*Technical specification in Serbian language is attached – Attachment I*

**Bids per LOT are allowed. UNOPS reserves the right to make multiple contracts per LOTs for this purchase.**

**UNOPS reserved the rights to increase or decrease quantity of items.**

**The products offered are in accordance with the specifications and requirements**

Yes  
 No

Any deviation must be listed below:

---

---

---

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

## 2. Price & delivery form

Quotation				
Bidder's total price (Price & currency to be entered by bidder): VAT excluded				
TOTAL FIRM DAP PRICE - DAP: All equipment should be delivered to micro and small enterprises in Obrenovac.				
Requested offer validity period from the date of offer submission: 90 Days				
BIDDER'S UNIT PRICES (price & currency to be entered by bidder):				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
<b>LOT1: Sewing machines and equipment</b>				
1.	Industrial iberdek (cover stitch) machine	4 pcs.		
2.	Industrial overlock machine	4 pcs.		
3.	Hi-speed lockstitch sewing machine	2 pcs.		
4.	Sewing machine	5 pcs.		
5.	Vacuum ironing board	9 pcs.		
6.	Ironing steam press	2 pcs.		
7.	Universal adjustable tailor mannequin	2 pcs.		
			<b>Subtotal for LOT 1:</b>	
<b>LOT2: Tailoring equipment</b>				
1.	Tailoring equipment	9 pcs.		
			<b>Subtotal for LOT 2:</b>	
<b>LOT3: Tailoring set and haberdashery</b>				
1.	Set for tailoring	9 pcs.		
2.	Haberdashery - Set	9 pcs.		
			<b>Subtotal for LOT 3:</b>	
			<b>GRAND TOTAL:</b>	

Bidder's delivery data	
<b>DELIVERY AND INSTALLATION TIME All items shall be delivered and installed in 30 days from the date of order</b>	

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Authorized Signature

### 3: Previous experience form

<b>Previous Experience</b>				
<b>Description of services/goods /works</b>	<b>Country</b>	<b>Total amount of contract</b>	<b>Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)</b>	<b>Year project was undertaken</b>

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Authorized Signature

M





UNOPS Headquarters  
Marmorvej 51  
P.O. Box 2695  
2100 Copenhagen  
Denmark  
Tel: +45 45 33 75 00  
Fax: +45 45 33 75 01